

28 JUL 1981

MEMORANDUM FOR: Chief, Personal Affairs Branch, OP

FROM: Bruce T. Johnson  
Chairman, Fine Arts Commission

SUBJECT: Occasional Exceptions to Rules Governing Use  
of Kiosks and Display Panels

1. Our long-awaited Headquarters Notice on proper display of notices and advertising in the Headquarters Building is at the printers and will shortly be distributed. It will provide a welcome source of authority for your personnel to point to when asked about the rules governing such display.

2. Now that we have established the rules, we need to provide for an occasional, desirable exception to those rules. I believe that we have one such exception currently on the kiosks in the form of the attractive poster calling attention to the medical cartoons and posters now on view in the Exhibit Hall. I had previously arranged to have this poster remain in place for two weeks, but I believe it would be appropriate for it to remain in place until the exhibit is closed on 10 September.

3. Another exception is in prospect. The Office of Logistics needs to advertise the renewal of parking permits for the next year. To be useful, the poster must be displayed in the display panel of the entrances for several weeks and perhaps for the entire month of August. The alternative to such display is the use once again of the "menu" boards which the display panels were intended to replace.

4. These exceptions may be cited by personnel proposing to post notices for longer periods than are provided for in the new BR. You are at liberty to attribute these exceptions to the FAC and if pressed, to refer protests to me. On occasions in the future, you may find that there are other legitimate exceptions to the published guidelines, and the IHC may also propose exceptions from time to time. With careful attention to the basic purpose behind the rules, that is, to ensure tasteful, timely display of information of interest to Agency employees, we should be able to keep these exceptions to a minimum and maintain the standards which the guidelines are intended to promote.

/s/ Bruce T. Johnson  
Bruce T. Johnson

Chairman, Exhibits Committee, FAC

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